

## ANNEX B

### COMMUNICATIONS AND WARNING

	<b>PAGE</b>
<b>I. PURPOSE</b>	<b>301</b>
<b>II. SITUATIONS AND ASSUMPTIONS</b>	<b>301</b>
<b>III. CONCEPT OF OPERATIONS</b>	<b>302</b>
<b>IV. THE WARNING PROCESS (Organization and Assignment of Responsibilities).</b>	<b>303</b>
<b>V. PUBLIC OUTDOOR WARNING SIGNALS AND ACTIONS</b>	<b>304</b>
<b>VI. WEATHER WARNING</b>	<b>306</b>
<b>VII. TESTING</b>	<b>306</b>
<b>VIII. TIME CONVERSATIONS</b>	<b>307</b>
 <b>ATTACHMENTS:</b>	
Attachment 1, Frye Island “Fan-Out” Alert Notifications	308
Attachment 2, Homeland Security Advisory System	309
Attachment 3, Frye Island Emergency Notifications Roster w/Phone Numbers	310
Attachment 4, Priority Actions in Case of Launch of Nuclear Weapon	311
 <b>APPENDICES:</b>	
Appendix 1, Frye Island Communications & Standard Operating Procedures.	313
Attachment, Frye Island Radio Communications Frequencies.	318
Appendix 2, Frye Island EOC Message Handling Procedures	319
Attachment 1, EOC Message Form (In & Out)	321
Attachment 2, EOC Message Log (In & Out)	322

## ANNEX B

### COMMUNICATIONS AND WARNING

#### I. PURPOSE

To establish procedures to warn key officials and the general public of ANY highly probable and immediate danger and to document the communication procedures with State and County Emergency Management Agencies and other agencies during an emergency/disaster situation.

#### II. SITUATIONS AND ASSUMPTIONS

##### A. Situation

1. The need to warn key officials and the general public is common to all emergency/disaster situations.
2. Emergencies/disasters vary greatly in predictability and spread of onset. Advance warning time may vary from ample to none.
3. Communications are vital in an emergency. The Cumberland County Communications Network is the link between the local jurisdictions and the State Emergency Management Agency. The need for detailed communications planning is highlighted in ANNEX-A, Direction and Control.
4. Town communications (phone, radio and runner) link all Town departments.

##### B. Assumptions

1. A good warning system is one of the communities' most valuable emergency management assets, having great potential for saving lives and preventing injuries.
2. State, County and Local Governments are responsible for establishing and maintaining warning systems, for dissemination of all warning and emergency information-prescribing actions to be taken by the public. Individuals are responsible for learning warning signals and taking recommended actions.
3. Frye Island's communications network, provides for daily routine traffic and during emergencies is capable of receiving traffic from the County EOC to:
  - Public Works
  - Police
  - Ferry
  - Fire
  - Rescue
  - Local Emergency Management

Warnings for and communications to Primary Support functions is addressed in Appendix 1 this Annex. The primary warning will notify Portland hospitals of any impending disaster situation.

### III. CONCEPT OF OPERATIONS

#### A. General

1. The concept of warning typically includes notifying the organizations and individuals with emergency management responsibilities and communications with the general public to ensure that they are aware of a dangerous situation.
2. Frye Island Emergency Management warning system is consistent with Cumberland County Emergency Management's. A warning may originate from State Emergency Management, Cumberland County Emergency Management, Portland Primary A Point (Portland Public Safety Communications), NAWAS (National Alert Warning System), or Portland Weather.
3. When the County Emergency Operations Center (EOC) is activated, the primary warning Point is shifted from Portland to the County EOC. Local Warning originates from the Town EOC.
4. Alerting of Key officials is done by a "fan-out" system. (See Attachment 1, this ANNEX for the Frye Island procedures.)
5. When deemed necessary, the media can be asked to do public service announcements. The Emergency Broadcast System for Cumberland County is with WGME-TV in Portland. County Emergency Management make the request to Broadcast, but it is at the Station Managers discretion. If possible, the Town of Frye Island web site will also carry appropriate information.
6. The Fire Department activates the Town Siren System
7. **Frye Island's Emergency Management Radio Communications** are outlined in Appendix 1 this Annex. During an emergency situation, representatives from each department will man their radios and the Town EOC will control message traffic and keep status boards up to date.

#### B. Phases of Management

##### 1. Mitigation:

The 24-hour warning point in Cumberland County is with the Communications Department of Portland Public Safety Headquarters. The fan-out system is tested bi-monthly. Once the EOC becomes activated, it becomes the primary point. The County/Town radio net is tested monthly.

##### 2. Preparedness:

Frye Island's EOC notifies key officials per Annex A, Direction and Control. (See Town "Fan-Out" System, Attachment 1, this Annex.)

**3. Response and Recovery:**

All emergency management personnel should respond to the EOC as outlined in Annex A, Direction and Control and should remain activated until the situation has reached a point that the locals can handle without County Assistance.

**IV THE WARNING PROCESS (ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES)**

- A. At the National Level a Homeland Security Advisory System exists (See Attachment 2, this Annex). It will be activated if there is a need to disseminate warnings regarding the risks of terrorist attacks on American interests.
- B. The State warning process is a “fan-out” system and consists of the following 3 types of messages.

**FAN-OUT TEST:**

Initiated by State Emergency Management Bi-Monthly. Can be initiated by County Emergency Management to test glitches found in the system.

**WEATHER:**

Severe weather Warnings may be initiated by the National Weather Service (NWS), State or County Emergency Management. The Warning may be upgraded to a Watch in cases such as tornado when the change can be drastic and quick.

**EMERGENCY MESSAGE:**

Initiated by NAWS, State or County Emergency Management, or Primary Point.

- C. The Fan-Out system is transmitted on State Fire Frequency 154.31 to all towns with State Fire capability (includes Frye Island). The average mean time for the entire “fan-out” is 3 minutes.
- D. The Town of Frye Island is not located in an area of frequent flooding. On rare occasions, there are isolated areas that are prone to flooding, such as Town of Raymond roads with undersize road culverts. Such Raymond roads may be located on the mainland and serve as access roads to the Frye Island mainland ferry landing.
- E. *There are no known non-English speaking groups in the Town of Frye Island. Based on a Fall 2003 survey there are hearing impaired persons on the Island. (See TAB A-10, Handicapped EPRB).*\*

---

\* C-1, 30 July 2004  
FIEP Sept. 2003

- F. The Town Emergency Director shall:
1. Establish the Town warning point at an installation that is/or can be manned 24-hours a day. (Town of Raymond Dispatch, Frye Island Central Fire Station, Frye Island Community Center or Town Administration Building).
  2. Maintain an up to date list of key Emergency Management and Local government officials at the warning point in order that all may receive the warning in a minimum amount of time. (See Frye Island Emergency Notification Roster, Attachment 3, this Annex. Copy also Tab A EPRB.)
  3. Establish an audible alarm system capable of being heard by all of the citizens of the Island. In areas where an audible system may not be heard, a mobile system *to include handicapped notification*\* using the Fire Department ambulance will be used. This maybe supplemented by neighborhood telephone fan-out notification. The Town siren should be tested at least monthly on a Saturday or Sunday. Portable radios shall be exercised based on daily usage.
  4. Educate the people to recognize the warning signals utilized and associated with survival actions. Provide appropriate background information on the Town Website.
  5. Conduct a monthly test of Town warning devices to familiarize the public with the sounds and to check equipment operability. Coordination with surrounding communities will aid in eliminating any confusion during tests.
  6. Advise the County EMA Director immediately of any change of telephone number(s) of the Town Warning Point(s).
  7. Bi-annually review the Local Warning Annex to ensure it is up to date.
  8. Upon activation of the County Emergency Operations Center, County will assume responsibility for NAWAS. Thereafter, warning and other messages will be disseminated over the County/Town Emergency Communications net.

**V. PUBLIC OUTDOOR WARNING SIGNALS AND ACTIONS**

Outdoor warning signals shall be used to warn the public of:

- An Attack against this country.
- Peacetime Emergencies

**A. ATTACK WARNING SIGNAL**

A series of 30 second tones for 3-5 minutes of sirens activation or a series of short blasts on air horn repeated as necessary. The “attack warning signal” is a civilian

---

\* C-1, 30 July 2004  
FI EP Sept. 2003

warning used to notify civil authorities that an actual attack against this country has been detected and protective action should be taken immediately. All clear will be signaled by single, one minute tone or notification by mobile loudspeakers.

1. The following is a test from an actual attack warning which would be disseminated over NAWAS.  
  
“ATTENTION ALL STATIONS. EMERGENCY!- THIS IS AN ATTACK WARNING. TIME IS \_\_\_\_\_, DATE IS \_\_\_\_\_.”
2. Each warning point will answer the roll call by answering with its name followed by: (Example: FRYE ISLAND ATTACK WARNING).
3. The attack warning signal will be sounded in the highly unlikely event of an “Accidental Launch”, which threatens Cumberland County with a possible Nuclear Detonation Impact, without detonation in another area. Example:  
ATTACK WARNING, ACCIDENTAL MISSILE LAUNCH.  
ADVISE POPULATION TO TAKE COVER IMMEDIATELY.
4. In support of this, the Associated Press and the United Press will disseminate all warnings to their radio, television and newspaper subscribers.
5. On receipt of the “Attack Warning” the following actions should be taken by the Emergency Director. If not already done, the alarm should be sounded and:
  - Staff the local emergency operations center and enter the radio net with County.
  - Tune in the Emergency Broadcast System (radio station WGAN-FM)
  - Assemble local government personnel at the EOC.
6. Because a Missile Launch may involve a nuclear weapon, a series of priority actions are appropriate and should be executed.  
See Attachment 4, this Annex. (Copy also Tab B, EPRB.)

## **B. PEACETIME EMERGENCY ATTENTION OR ALERT SIGNAL**

A 3 to 5 minutes steady tone on sirens, horns or other device. This is used to get the public's attention in times of peacetime emergencies. All clear will be signaled by three short tones or notification by mobile loudspeakers.

1. NAWAS will disseminate messages in the event of accidental Missile Launch to part of the U.S. not in the threatened area, where no protection actions are required. Example:  
ATTENTION OR ALERT. ACCIDENTAL MISSILE LAUNCH  
CUMBERLAND COUNTY NOT ENDANGERED. NO ACTION  
REQUIRED. TUNE TO RADIO FOR FURTHER INFORMATION.
2. On receipt of the Attention or Alert Warning, Local Emergency Director should take the following actions.
  - a. Sound the alarm.
  - b. Staff the EOC and enter the radio net with County.
  - c. Tune to local Radio or Emergency Broadcast Stations, to gain additional information transmitted nationally.
3. Termination of warnings will be issued by State or County Emergency Management Agency and fanned out over the warning system. Town EOC will take appropriate local action.

## **V. WEATHER WARNING**

Portland Weather Service will transmit weather Watches or Warnings over NAWAS (National Alert Warning System), to the County Warning Point for dissemination to all warning points. All watches and warnings will be transmitted for an established period of time. As appropriate Town EOC will be activated and emergency notification initiated.

## **VI. TESTING**

- A. Unannounced tests and exercises will be conducted periodically.
  1. The term "FAN-OUT" will be relayed utilizing the warning system.  
A typical Fan-Out message may read:  
"ATTENTION ALL STATIONS, THIS IS A FAN-OUT TEST.  
REPEAT. THIS IS A FAN-OUT TEST. TIME \_\_\_\_\_, DATE\_\_\_\_\_.
  2. Immediately upon receipt of a Fan-Out test, Weather Warning or Emergency Message, each point will Fan-Out the message to their designated personnel and departments.

- B. A form will be provided by the County Warning Point for recording data on the Warning. The form should be completed in duplicate and the original forwarded to County Emergency Management within 24 hours. (Copy of form at Tab C EPRB).

**VII. TIME CONVERSIONS**

- A. Any warning message from FEMA National or Regional, whether real or a test will include the time given as ZULU. This is necessary in view of the many time zones involved in the United States. For quick reference: EST-5 hours EDT 4 hours.
- B. The Maine State Warning Point should convert this to Eastern Standard Time (Or Eastern Daylight time, as applicable) before disseminating the warning.

**Attachment 1, ANNEX B**

**Frye Island “Fan-Out” Alert System**

In most cases the Town Administration Office (Town Warning Point) will receive the initial notification of any emergency and will notify EMA staff. Other options include an alert (fan-out) call/tone from State Fire or Raymond Dispatch. The Town Fire Department, Ferry and Administration Office should receive Tone notices.

**Transmitter**

**Recipient**

Raymond Dispatch/State Fire  
(Radio Tone)

Town Administration, Fire Department, EMA,  
Cumberland County Sheriff, Ferry

Administration Office\_\_\_\_\_

Selectmen, EMA Director

EMA Director \_\_\_\_\_

PWD Director, Ferry Captain, Deputy Chief,  
Sheriff/Town Police, Asst. EMA Directors

Fire Department\_\_\_\_\_

Asst. Fire Chiefs and Volunteers

EMA Director/Board of Selectmen \_\_\_\_\_

As appropriate execute Town wide siren alert and  
Emergency Plan.

## **Attachment 2, ANNEX B**

Copy also at Tab A EPRB

### **Homeland Security Advisory System (HSAS)**

Threat Conditions characterize the risk of terrorist attack to American interests. Protective Measures are the steps that shall be taken by government and private sectors to reduce vulnerabilities. The HSAS establishes the following Threat Conditions with the noted associated suggested Protective Measures.

#### **Low Condition – GREEN**

Low risk of terrorist attacks. The following Protective Measures may be applied:

- Refining and exercising preplanned Protective Measures
- Ensuring personnel receive training on HSAS, departmental, or agency-specific Protective Measures; and
- Regularly assessing facilities for vulnerabilities and taking measures to reduce them

#### **Guarded condition – BLUE**

General risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Checking communications with designated emergency response or command location
- Reviewing and updating emergency response procedures; and
- Providing the public with necessary information

#### **Elevated Condition – YELLOW**

Significant risk of terrorist attacks. In addition to the previously outlined Protective Measures the following may be applied:

- Increasing surveillance of critical locations;
- Coordinating emergency plans with nearby jurisdictions;
- Assessing further refinement of Protective Measures within the context of the current information; and
- Implementing, as appropriate, contingency and emergency response plans.

#### **High Condition – ORANGE**

High risk of terrorist attacks. In addition to the previously outlined Protective Measures, these may be applied:

- Coordinating necessary security efforts with armed forces or law enforcement agencies
- Taking additional precautions a public events;
- Preparing to work at an alternate site or with a dispersed workforce; and Restricting essential personnel only.

#### **Severe Condition – RED**

Severe risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Assigning emergency response personnel and pre-positioning specially trained teams.
- Monitoring, redirecting or constraining transportation systems;
- Closing public and government facilities; and
- Increasing or redirecting personnel to address critical emergency needs.

## Attachment 3, ANNEX B

### Frye Island Emergency Notification Roster w/Phone Numbers\*

Please note that this Roster is for an emergency or disaster with prior warning, i.e. a hurricane or major rainstorm. **Frye Island personnel phone numbers are only local.** In case of an actual emergency response, the notification of the Public Works Department and Ferry is simultaneous over the radio, issued by Local Emergency Director or in case of fire and medical emergency, Raymond Dispatch. All Frye Island radios on Island have scanning capabilities.

<b>State Fire</b>		Radio frequency 154.31
<b>State Fire Service (South Region/Augusta)</b>		1-800-452-4664 1-207-287-2275
<b>County EOC</b>		Radio frequency 155.76
<b>Raymond Dispatch</b>		911 or 655-5871, Radio Freq. 158.83
<b>Frye Island Town Hall</b>		655-4551
• Town Manager & Town Clerk	Wayne Fournier	(h) 655-2834
• Asst. Town Clerk/ Office Manager	Nancy McEnany	655-4551
<b>EMA</b>		
• Director/Fire Chief	Steve Persson	(h) 655-4291
• Asst. EMA	Fritz Mueller	(h) 655 2238
• Asst. EMA/EOC Officer	Vacant	
<b>Selectmen</b>	(1 <sup>st</sup> Selectman)	
	Jim Kuiken	(h) 655 7461
	Bob Roberts	(h) 655-7835
	Dave Decker	(h) 655 4357
<b>Frye Island Ferry: On Schedule</b>		655-4258
<b>Off Schedule/on call</b>		Raymond Dispatch
Director	Kevin Lamarre	(h) 655-4441
<b>Frye Island PWD</b>		655-7493
• Director	John Crosby	(h) 655-7013
<b>Frye Island Fire Department</b>		655-8618
• Asst. Fire Chief	VACANT	
• Dept. Personnel		Radio alert call
<b>Critical Facilities</b>		
• Golf Course Clubhouse		655-3551 (Fairway Lane)
• Frye's Leap Store & Café		655-4256 (1 Sunset Drive)
• Frye Island Community Center		655-3893 (Highpoint Drive)

\* C-1, 30 July 2004  
FI EP Sept. 2003

**Attachment 4, ANNEX B**  
(Copy also Tab B, EPRB)

**Priority Actions in Case of a Launch of a Nuclear Weapon**

In the event a warning must be issued regarding the launch of a nuclear weapon the following are possible alert messages and the required actions/responses.

**MESSAGE: WARNING OF A MISSILE LAUNCH**

The county/local fan-out systems will be activated.

County Response

- Assist in fan-out
- Initial contact with Emergency Broadcast Station
- Warn citizens to take cover immediately.

Local Response

- Activate EOC and establish communications with County EMA.
- Participate in warning efforts.

For areas within about 500 miles of the threatened area and elsewhere in the USA.

- Activate EOC's and establish communications with County EMA.
- Advise Citizens that protective actions are not necessary at this time, but to listen to the radio/TV for further instructions.
- EOC Staff should prepare to coordinate fallout shelter efforts.

**MESSAGE: NUCLEAR DETONATION (NUDET) HAS OCCURRED**

Threatened Area Response.

- Instruct citizens to remain under cover.
- Conduct emergency operations as feasible.

Within about 500 miles of the threatened area.

- Advise Citizens to prepare PROMPTLY to protect themselves from fallout (if NUDET proves to have been a surface burst).
- Public instructions are included in ANNEX C, Emergency Public Information.
- Mobilize RADEF system.
- Prepare to provide support for affected or impact areas, if requested by MEMA.

Elsewhere in the USA.

- Provide Emergency Public Information (EPI). (See ANNEX C)
- Areas with potential fallout threat should mobilize the RADEF system and prepare to take measures for Radiological protection.

**MESSAGE: IMPACT OCCURRED WITHOUT DETONATION**

**Jurisdictions in the threatened area**

- Advise citizens to remain under cover until further notice.
- Consult State Officials to determine if the unexploded weapons presents a threat.

**Within about 500 miles of the threatened area.**

- Advise citizens that fallout protection will probably not be required as a result of that weapon.
- Phase down EOC Staffing as instructed by MEMA.

**Elsewhere in the USA.**

- Advise Citizens that no NUDET occurred and that there will be fallout threat as a result of that weapon.
- Phase down EOC staffing as instructed by State.

**MESSAGE: NUDET IDENTIFIED AS A BURST (no fallout resulted).**

**Jurisdictions in the threatened area.**

- Citizens should remain undercover
- Conduct Emergency operations as feasible.

**Within about 500 miles of the threatened area.**

- Advise citizens to suspend actions to protect themselves from fallout.
- Provide support for impact area, if requested by MEMA.

**Elsewhere in the USA.**

- Advise Citizens that there is little threat of fallout.

## **Appendix 1, ANNEX B**

### **Frye Island Communications and Standard Operating Procedures**

#### **I. PURPOSE**

To establish, operate and maintain communications with facilities which will enable the Town of Frye Island to communicate better with local, state and federal agencies during emergencies.

To provide emergency response capabilities and guidance in the event of a large-scale emergency.

#### **II. SITUATION AND ASSUMPTIONS**

##### **A. Situations:**

1. The Town Emergency Operations Center (EOC) provides communications facilities over which the Town can discharge its Emergency Functions during man-made or natural disasters.
2. The EOC includes or should include all those communications facilities necessary for the Town to Communicate to subordinate entities as well as to echelons of State and County Emergency Management and to support mutual aid to adjacent towns.

##### **B. Assumptions:**

1. Frye Island Emergency Management is responsible for maintaining radio Communications between Frye Island and County EMA.
2. Continuity of government at all levels is dependent upon its ability to survive and function under any disaster condition.
3. Locations from which emergency communications systems area operated should have adequate onsite emergency power and fuel. All equipment should meet operational performance requirements of the emergency service it supports.

#### **III. ORGANIZATION AND RESPONSIBILITIES**

- A. The Frye Island Emergency Director, under the Direction of the Town Selectmen, is the overall authority for the EOC and its Emergency Communications.
- B. The Frye Island EOC Operations Officer, under the Supervision of the Town Emergency Director, is directly responsible for the activities and establishment of facilities in the EOC.

- C. Personnel of the Frye Island Departments, while under the direct control of their own department heads, and operating their own equipment shall respond to:
  - 1. The guidance of the Town EOC Operations Officer to effect coordinated communications during an emergency.
  - 2. The procedures outlined in the Frye Island Emergency Operations Plan and Annex A, Direction and Control.
  - 3. The procedures outlined in this SOP.
  
- D. The Frye Island Emergency Director appoints the Town EOC Operations Officer. Routinely one of the Asst. EMA Directors.
  
- E. When the EOC is activated, the EOC Operations Officer upon directions of the Town Emergency Manager should implement the following actions.
  - 1. Notify the radio operators to provide coverage on local and emergency management radios on a 24 hour basis, and place all Town and RACES stations on Standby Alert.
  - 2. Make sure all communications equipment in the EOC is checked out for operational readiness, and arrange for a test with all stations in all nets, both higher and lower echelons.
  - 3. Review and up-date as required communication plans and SOP's, including telephone numbers, radio call signs and the frequencies for emergency use.
  - 4. Review personnel assignments of all EOC personnel. Recruit additional personnel, as required and step up training of all communications personnel.
  - 5. Verify basic load of spare parts, fuses, tubes, etc and purchase shortages, as necessary from local suppliers.
  - 6. Review, update and distribute as required, warning plans, Frye Island Alert telephone listing for staff personnel and telephone listings of all subdivision warning points.
  - 7. Review procedures with all personnel responsible for receiving and disseminating emergency warnings.

#### **IV. COMMUNICATIONS OPERATIONS FOR PRIMARY SUPPORT FUNCTIONS**

As highlighted in Figure 1, Frye Island Basic Emergency Operations Plan, public works, fire/rescue and ferry departments and other agencies supporting the Frye Island EOC have specific Primary and Support Roles to include appropriate communications. These are outlined in the following emergency functions.

##### **A. Maintain Law and Order**

- 1. Primary responsibility falls to the Town Police with support from the Cumberland County Sheriff's Department or the Maine State Police. There is communications by radio through the County Emergency Operations Center to the Sheriff's and the State Police Mobiles.

2. Support responsibility is by the Cumberland County Emergency Management Agency; communications by telephone and emergency radio systems.
3. Support responsibility goes to the Town Selectmen. Communications is by telephone.

**B. Rescue**

1. Primary responsibility is the Raymond Rescue Unit by telephone (911) and 158.83, Mhz emergency radio from the Town of Raymond Dispatch Center.
2. Support responsibility to the Raymond Rescue Unit. Communications is by radio and telephone.
3. Support responsibility to the Local Government is by Fire Departments. Communications is either by radio or telephone.
4. Support responsibility is the County Sheriff's Deputy. Communications is by telephone only.

**C. Firefighting**

1. Primary responsibility is the Town Fire Department. Communications by radio from County EOC to Local Departments with radio in State Fire Net, 154.31 MHz. Town of Frye Island Fire 158.83 Mhz. By telephone to other Fire Departments or by radio to the sponsoring Emergency Management Agency.
2. Support responsibility is County Fire Task Force, by radio from County Emergency Operations Center to Mobile Firefighting units.
3. Support responsibility is State Forestry Department by 154.31 State Fire in the EOC to forestry districts and lookout towers at Shawnee Peak (Pleasant Mt) and occasionally fire radio to Forestry Lookout tower located in New Gloucester and Ossipee tower.

**D. Debris Clearance**

1. Primary responsibility is the Frye Island Public Works Director, for the town roads and state highway department for state roads.
2. Town EOC communicates by telephone to Central Maine Power and/or radio to County EOC for CMP support in power restoration.
3. The Town of Frye Island communicates to their Road Crew by radio.

4. State Highway District #6, Scarborough, by telephone, which in turn communicates to their crews in the area.
5. Need for mutual aid assets will be by radio from Frye Island Emergency Management to County EOC.

**E. Transportation**

1. The critical and primary transportation provided by the town is via its ferry system. It is critical during an emergency, as it is the only vehicular access to the Island. Communication is by Town radio net, telephone or runner.
2. Additional emergency transportation needs would occur if an Island evacuation was personnel only. Hence bus transportation from Off Island collection points to shelters would be necessary.

**F. Medical**

1. Primary support includes the following hospitals located in Cumberland County (phone prefix for all is 207.). Primary facilities for Frye Island are Maine Medical and the Bridgeton Hospital

<u>Location</u>	<u>Hospital</u>	<u>Phone #</u>
<b>Bridgton</b>	<b>Bridgton Hospital</b>	<b>647-6000</b>
Brunswick	Midcoast Regional Memorial Hospital Parkview Memorial	729-0181 373-2000
Lewiston	Central Maine Medical St. Mary's Regional	795-0111 777-8100
<b>Portland</b>	<b>Maine Medical Center</b> Brighton Medical Center (day surgery).	<b>871-2381</b> 879-8111
Westbrook	Mercy Hospital (open 8 am to 8pm.)	857-8174

Communications to all of the above medical installations is by telephone or through the hospital radio by contacting Raymond Dispatch.

2. Support responsibilities are:
  - Local fire radio in the EOC to all local fire departments.
  - Police by EOC telephone.
  - CCSO by EOC telephone to the State Police.

**V. SUPPLIES**

The EOC Operations Officer should maintain within the Central Fire Station a 30-day supply of all needed supplies to include communications materials required for emergency operations. The communications supply shall include logs, forms, message blanks, pencils, paper and a stock of spare parts for all radio equipment.

**VI. TRAINING**

- A. A 2-hour training program should be conducted quarterly for all positions in the Town EOC. Training should consist of handling live traffic from County/Town Emergency Management Agencies.
- B. Participants should be the Frye Island Permanent Emergency Management Staff, personnel from all other supporting agencies and volunteers from private life.
- C. Training should be conducted at the EOC. Each assignee should be familiar with their equipment and its operation, and with message handling procedures. (See Appendix 2, this Annex. In so far as is practicable, all personnel should be given familiarization training in other positions in the event there are shortages of personnel in an emergency.

**VII. MAINTENANCE**

The Frye Island Fire Department or Radio Communications Management, Falmouth, Maine, maintain all radio equipment in the Frye Island EOC.

**VIII. SECURITY**

It is the responsibility of the EOC Operations Officer to accept or reject any tentative assignee to the Town EOC.

The EOC Operations Officer, in fulfilling his responsibilities, has the authority to dismiss any assignee, when in his judgment, circumstances warrant dismissal and such action is approved by the Frye Island Emergency Director.

**IX. COMMUNICATIONS EQUIPMENT IN THE FRYE ISLAND EOC**

- A. Radio Services: See Attachment, Radio Communications Frequencies this Appendix.
- C. Commercial Telephone: Frye Island EOC: 655-8616.  
See also Emergency Notification Roster, Attachment 2, Annex B.

**Attachment, Appendix 1, ANNEX B**  
(Copy also at Tab A, EPRB.)

**Frye Island Radio Communications Frequencies**

<u>UNIT</u>	<u>FREQUENCY</u>
<u>County EMA</u>	155.76 Mhz
<u>State Fire</u>	154.31 Mhz
<u>County Hospitals</u>	Contact via Raymond Dispatch
<u>Raymond Emergency Dispatch</u>	158.83 Mhz
<u>FI Administration/Business</u>	<u>Channel 6</u> : F1 Business Trans./Rec 158.835 Mhz <u>Channel 7</u> (old not used) Trans/REc 151.955 Mhz
<u>FI Fire Dept./EOC</u>	<u>Channel 2</u> , Frye Island WPMN566 (Repeater) Trans.153.89 Mhz Rec. 155.985 Mhz <u>Channel 9</u> , (Talk around) Trans./Rec. 153.83 Mhz
<u>FI Ferry</u>	<u>Channel 6</u> , F1 Business Trans/Rec. 158.835 Mhz
<u>FI Public Works</u>	<u>Channel 6</u> , F1 Business Trans/Rec. 158.835 Mhz
Local RACES (Amateur Station) Operating on High Frequency bands of 20, 15, and 10 FM Bands 144-148 and 440-450 Bob Roberts 111 Leisure Lane Frye Island	Call Sign: K8BSW    (h) 655-7585

**Appendix 2, ANNEX B**  
(Copy also at Tab C, EPRB.)

**Frye Island EOC Message Handling Procedures**

**I. PURPOSE**

To establish and maintain a prompt uniform system for preparation and transmission of outgoing messages and the receipt of incoming messages.

To ensure continuity in message numbering, reference groups and service identification codes all county and local radio operators shall use this procedures

**II. POLICIES**

- On County/Town Emergency Management radio net, each town is addressed by its town name (i.e. *Frye Island*); Cumberland County EOC is addressed as *County*.
- At the conclusion of a town/county communication, each radio operator will sign off transmitting "*Frye Island Clear.*" On the State Fire net FCC call signs are used in such a case Frye Island would end with "*this is Frye Island WPMN566 clear.*"
- In drafting messages a distinct effort should be made to make the text as clear, brief and concise as possible.
- All messages processed between municipalities must be assigned a precedence or priority. It is expected that outgoing messages of importance, which require immediate actions, should be assigned a higher precedence than a message that may be purely informational. However a message which provides information might be required as soon as possible in order that a certain action be approved. Replies to messages should not be sent at a higher precedent than that of the original. The following precedents shall be used:
  1. EMERGENCY: any message which demands immediate transmission and whose delay would adversely affect current operations.
  2. ROUTINES: all messages which are not urgent.
  3. EXERCISES: All messages used in training activities. Such messages must be preceded by the statement "Test Exercise".

### III. INCOMING MESSAGES

- A. Copy the message word for word on a standard message form (See Sample Message Form at Attachment 1. Copy also at Tab C, EPRB.) Legibly fill in the appropriate spaces. In a circle in the area marked “internal use only”, initial the form and indicate the time the message was received.
- B. Remove the yellow copy and file it. Forward the White Copy to the EOC Clerk/Message Coordinator.
- C. The Message Coordinator should enter the appropriate information on the Incoming Message Log, (See Message Log Attachment 2 this Appendix. Copy also at Tab C, EPRB) then write the log page and line number and the time the message was logged in a circle in the “Internal Use Only” space of the message form. The white copy should then be forwarded to the Emergency Director or EOC Operations Officer who will determine the appropriate actions and distribution.

### IV. OUTGOING MESSAGES

Originator prepares the message on the standard message form as follows:

- Write the priority on the outgoing line.
- Indicate destination (town, county, or state agency name). If the message is to all Towns, two white copies of the message are necessary.
- Write message, using as few words as possible. If message is responding to a query, indicate same to include a reference message number if available.
- After message is complete, originator will keep a copy for his file, and a copy should be forwarded to the Message Coordinator, who will distribute the message to the Radio operator.
- Log the message in Outgoing Message log, and relay messages to appropriate departments.
- For ease in sorting/filing messages they should be numbered daily as they are received or transmitted.
- After dispatching message, the radio operator should initial and note time and date message was dispatched and if acknowledged.



